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DD/S&T 1088-68

18 March 1968

MEMORANDUM FOR: Director of ELINT
Director of Research and Development
Director of Special Activities
Director of Scientific Intelligence
Director of Special Projects
Director of Foreign Missile and Space
Analysis
Director of Computer Services

SUBJECT : Registry Questionnaire

1. The Communications Study Group is compiling information relating to registries throughout the Agency. This is related in part to tentative plans for the installation of on-line printers in a number of registries in the Headquarters Building beginning about FY 72.

2. Will you please provide the information requested on the attached questionnaire to the Chief, DD/S&T Registry, by c. o. b. 27 March 1968 who will consolidate the directorate information.

3. If additional information or definition is needed regarding registry matters please contact [redacted] extension 7787.

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[redacted]

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Science & Technology Member
Communications Study Group

Attachment:
As Stated

Distribution:

1 - D/OEL 1 - OCS
1 - D/ORD 1 - RCS File
1 - D/OSA 2 - DD/S&T Registry
1 - D/OSI
1 - D/OSP
1 - D/ASAC

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GROUP 1
Excluded from automatic
downgrading and
declassification

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Attachment 1

Registry Questionnaire

1. List the registries within your Directorate and indicate the locations.
2. How many people work in each registry and what are their grades?
3. List the names and/or types of documents which each registry processes and the approximate daily volumes.
4. Does the registry log documents in or out or both? Which documents and what security classifications are logged?
5. Does the registry maintain current files of documents? Which documents and how far back do the files go? Approximately how many documents are on file? Are file documents eventually destroyed or shipped to other long term storage facilities such as Warrenton?
6. How are the files organized -- by subject, cable number, etc?
7. List and describe all the services performed by the registry and the approximate percentage of effort devoted to each.
8. Does the registry have copier or reproduction equipment: list by make and model.
9. Is the registry programmed to tie-in with ACT, COINS, SIPS or any other system -- what equipment would be installed and what is the timing for installation?

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